

**STATE OF HAWAII  
SMALL PURCHASE WRITTEN QUOTATIONS**

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone / Fax No.: \_\_\_\_\_ / \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_

Vendor Representative: \_\_\_\_\_

**PROVIDE A QUOTATION for the following good/service/construction** (Describe or ☐ see attached specifications):

**QUOTATIONS REQUESTED BY** (mail or fax this quotation by \_\_\_\_\_, \_\_\_\_\_ to the following):  
(date) (time)

Dept/Agency \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone / Fax No. \_\_\_\_\_ / \_\_\_\_\_

===== **VENDOR TO COMPLETE THE SECTION BELOW** =====

Item No.	Description of item(s)	QTY	UNIT PRICE	TOTAL PRICE
Additional information or terms (i.e. delivery time, warranty period, etc.):			Shipping/ Handling	
			State Tax	
			TOTAL SUM PRICE	

Quote No. \_\_\_\_\_ Price(s) shall remain firm for \_\_\_\_\_ days.

Vendor Representative: \_\_\_\_\_  
Signature date

Title: \_\_\_\_\_